

20 July 1964

25X1A9a MEMORANDUM FOR: [REDACTED] Registrar/OTR

SUBJECT : Proposal for Communications on Substantive
Material with Students at Senior Armed
Services Colleges

1. I propose that there be established a firm, clear two-way channel of communications between students and the Agency and that you issue a memorandum clarifying the channel to be used and the best means of sending material, unclassified and classified, to the Agency.

25X1A 2. I propose that the Briefing and Orientation Officer assume the responsibility for first furnishing materials of a substantive nature for people at the senior service colleges. I have made an informal arrangement at the [REDACTED] which has the capability for rapidly servicing such requests.

25X1A9a 3. Students may correspond with me at my home on unclassified matters, the address is [REDACTED]
25X1A9a or they may call me at my office, or at home. The office telephone number is 351-5941; [REDACTED]. Classified requests may be sent to the Agency, c/o the Briefing and Orientation Officer, by registered mail and will be returned to the student by the same means. It is requested that the students be as clear as possible about the kind of materials that they desire and give a definite deadline, if possible, when the materials should be returned to them. The need for speed in servicing these requests is fully realized and everything will be done to get them out as rapidly as possible.

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[REDACTED]
OTR Briefing Officer

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